# SIS 2000+ Training Manual

### **Health Information**

# **Purpose**

This program is used to assign Providers, (previously entered in the Provider database) to students. The Provider database is linked to Health Info, which will allow you to enter or edit Provider information from this screen also.

### **Training Objectives**

Find a student record.
Assign a doctor/dentist.
Assign Hospital/Insurance information.

### Accessing Health Info

To activate the Health menu click on the **Health** button (or Alt+H on the keyboard) from the SIS 2000+ main menu. To activate the Health Info program, click on the **Health Info** (or Alt+I) button.

#### Tasks

### Locate a Student

Use one of the following methods to locate a student:

Find button List button VCR buttons

### Understanding the Student Banner

The Student Banner displays demographic information for each student.



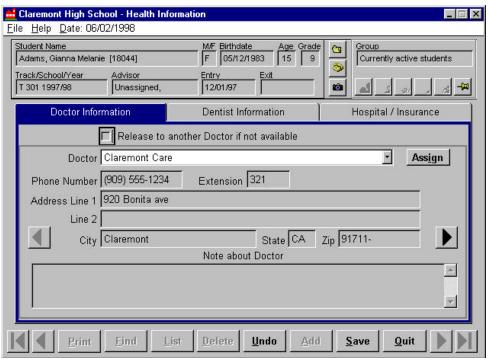
There are three student detail buttons on the banner, which enable the user to access remote student data for the selected student. These include the Enrollment History, Student Contacts, and Student Picture buttons.

The five buttons at the right of the banner allow you to choose the type of students that you want to view. (For example, Active, Inactive, Future)

# Assign a Doctor

Click the Edit button to enable the Doctor Information Screen.

Use the drop-down box to choose the doctor that you wish to assign to the student. Once selected, the information will automatically be filled in.



**Doctor Information Screen** 

If the doctor does not appear in the drop-down box, click the **Assign** button. This will take you to the Provider Information screen, where you may enter the new provider. To do so, click **Add**, enter the information, **Save**, and click **Select**. The new provider will be assigned to the student.

#### Release:

Check the Release box if the school has been authorized to release the student to another provider if the assigned provider is not available.

### Assign a Dentist

Click on the **Dentist Information** tab, then click **Edit**. Follow the steps in <u>Assign a Doctor</u>, as these procedures are identical.

### Hospital / Insurance

Click on the **Hospital/Insurance** tab, then click **Edit**. Type in the Preferred Hospital and click **Save**.



Hospital / Insurance Screen

Click **Add** to enter the Student Insurance Information. Use the drop-down box to select the provider. **Save** the record.